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HR Handbook Update No. 2014 – 0006

Issue Date: May 6, 2014

To: HEADS OF STATE AGENCIES AND PERSONNEL OFFICERS

Subject: Update to the HR Handbook – Chapter 22

This is to advise agencies that Chapter 22 of the HR Handbook has been revised to include instructions regarding a "Print Application" posting that provides a mechanism for applicants or employees to print an application for actions where no posting in LA Careers was necessary such as a classified WAE, reallocation or reassignment. This information can be found in the Procedures section of Chapter 22.

[Quick Sheet #31](#) has been added to the LA Careers Quick Sheets section of Chapter 22 to give step by step instructions for using the Print Application posting.

REASON FOR THE CHANGE: The LA Careers Quick Sheet and procedure will provide agencies with a mechanism for applicants or employees to print an application for actions where no posting in LA Careers was necessary.

EFFECTIVE DATE: May 1, 2014

Any questions regarding this Handbook Notification may be directed to the Staffing Division at (225)219-9390.

Sincerely,

Shannon S. Templett
Director